

NOTICE TO ALL DHMH EMPLOYEES:

Effective July 1, 2005, the DHMH Travel Policy will incorporate the following change, as authorized by Secretary McCann:

- *In order to be reimbursed for a meal an employee must submit an itemized receipt, and will receive reimbursement in the amount of the receipt or the maximum rate allowed, whichever is less.*

The following sections of the current Travel Policy are affected and will be revised:

Section III.E MEALS (page 8)

- Insert above statement and renumber, as needed.
- Revise paragraphs 2 and 7.

Section III.F Expenditure Reimbursement Guidelines (page 9)

- Add **meals** to the paragraph 5 list in parentheses, and delete line III.F.5d.
- Renumber sub-paragraph III.F.5e, as necessary.

All other sections of the Travel Policy remain in force as stated, and require continued compliance by DHMH employees.

DHMH POLICY

(<http://www.dhmh.state.md.us/policies/inpolm.htm>)

Fiscal Services Administration - POLICY 02.02.10

Version Effective October 23, 2001

DHMH POLICY ON TRAVEL AND REIMBURSEMENT OF TRAVEL EXPENSES

SHORT TITLE: TRAVEL POLICY

I. EXECUTIVE SUMMARY

This policy acknowledges [COMAR 23.02.01](#), Standard Travel Regulations, as the primary authority for regulating DHMH employees who travel on official business. The regulations deal with approvals, procedures, reimbursement, and forms to be utilized. Additionally, the policy statements augment the Standard Travel Regulations. Emphasis is given to the DHMH internal review and approval process for travel. Other travel related topics are also discussed.

II. BACKGROUND

This policy supersedes DHMH Policy 3232, initially issued September 23, 1982 and amended most recently in July 1996. The current changes include reformatting and incorporating the updated Standard Travel Regulations, [COMAR 23.02.01](#).

III. POLICY STATEMENTS

A. GENERAL

1. The Standard Travel Regulations [COMAR 23.02.01](#), are the primary documents regulating DHMH employees when traveling on official business for the State.

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2. This policy augments the Standard Travel Regulations and designates the personnel of the Department who have the authority to approve requests for travel, attendance at conference, seminars, conventions, meetings, etc.
3. This policy defines when employees and officials, earning either cash overtime or compensatory time, and meeting the requirements of being on official travel status, are eligible for meal reimbursement.

B. OUT-OF-STATE, OUT-OF-COUNTRY, AND IN-STATE TRAVEL

I. Out-of-State Travel

- a. Out-of-State travel is considered travel to areas outside the borders of Maryland, **except** any area inside Interstate 495, the Washington D.C. Beltway (including the District of Columbia, Alexandria, Arlington, Falls Church, McLean, and Crystal City, Va.). You must still submit a **DHMH Form I4, Individual Request for Out-of-State Travel** however, if you are requesting travel expenses, registration deposits, or reservations/tickets for non-Maryland areas inside Interstate 495. (See B.1.d.iii below for the approval process).
- b. In accordance with [COMAR 23.02.01.02.B.9.b](#), travel for the purposes of meeting with federal counterparts in Philadelphia, Pa., Atlanta, Ga., or other federal regional districts, is not treated as out-of-State travel, however, **DHMH Form I4** must still be submitted. (See paragraph d-iii, below.)
- c. Prior approval is required for all out-of-state travel and the anticipated expenses. Approval is required regardless of whether expenses are to be funded from State, Federal, non-governmental or private sources. Employees should allow 21 working days for processing.
- d. Individual Request for Out-of-State Travel (**DHMH Form I4**)

i. DHMH Form I4 will be used to request approval of out-of-state travel. DHMH Forms I4 can be obtained from the DHMH Travel Coordinator at (410) 767-5517, from the Chief Fiscal Officer (CFO) of a DHMH facility, or from an off-site Administration.

ii. The proper routing of an Individual Request for Out-Of-State Travel (DHMH Form I4) is as follows:

- (1) Division Chief, or equivalent;
- (2) Program/Administration/Facility Director, Local Health Officer, or designee;
- (3) Unit Fiscal Officer;
- (4) Deputy Secretary, or designee. *(NOTE: The Deputy Secretary for Public Health Services has delegated this approval authority to the Administration Directors.)*

iii. Completion of a DHMH Form I4 is required for any travel for the purpose of meeting with a Federal counterpart in Philadelphia, Pa. or Atlanta, Ga., however, only the signatures of the Division Chief; Program/Administration/Facility Director or designee; and the Unit Fiscal Officer are required since this is not considered out-of-state travel.

e. Reservations

i. Reservations for airplane, hotel, etc. related to out-of-state travel will not be made until all approvals have been received. Once all required approvals have been obtained, units should contact the DHMH Travel Coordinator and provide the name of traveler, dates, times, destinations, etc.

ii. If the actual price of those arrangements made by the DHMH Travel Coordinator exceeds the estimated cost on the DHMH Form I4 by more than \$100, then the DHMH Travel Coordinator will notify the Unit Fiscal Officer.

2. Out-of-Country Travel

Travel is considered out-of country when the destination is outside the US, its territories, or Canada. Prior approval is required for all out-of-country travel, and requests must be accompanied by DHMH Forms 14. Forms will be routed in the same manner as an out-of-state request except that after being approved by the respective Deputy Secretary or his/her designee, the forms must be sent to the DHMH Budget Management Office who will forward them to the Secretary of Budget and Management for approval, if related to a convention, conference, seminar or training. Reservations must be handled in the same manner as those related to out-of-state travel (See Section III.B.1.e, paragraphs i through iii).

3. In-State Travel

a. A Division Chief, or equivalent level supervisor or designee, must review and pre-approve all requests for in-state travel and expenses in connection with both routine and non-routine State business (e.g., audits, inspections, training, medical service consultation meetings, and conferences). The Division Chief or designee ascertains the availability of funds prior to approving any travel request.

b. A DHMH Expense Report (DHMH Form I) must be submitted for reimbursement of expenses to account for a monetary advance associated with in-state travel.

C. TRANSPORTATION**1. Use of State-Owned Vehicles**

a. The use of State-owned vehicles is regulated by the [State Vehicle Fleet, Policies and Procedures Manual](#), issued by the Department of Budget and Management (DBM).

- b. [DHMH Policy 02.03.06](#), Motor Vehicle Policy, provides supplemental instructions for DHMH employees using State-owned vehicles and can be accessed on the DHMH Intranet.

2. Use of Privately Owned Vehicles

a. Reimbursement

- i. State employees may be required to use their personal vehicles in order to carry out their assigned duties when a State-owned vehicle is not available, or the employee does not satisfy the assignment criteria. The Department is not required to provide a State-owned vehicle to employees who refuse to use their own vehicle to perform their assigned duties.

- ii. When using a privately owned vehicle, employees will be reimbursed for official business mileage in accordance with the DBM-approved rate that is in effect at that time. (See [DBM-Mileage Reimbursement Rates](#)).

- iii. If an employee, conducting official business, prefers to use a privately owned vehicle when a State-owned vehicle is available, he/she may be reimbursed at one-half the rate allowed for use of privately owned vehicles, with prior consent of the travel approval authority.

- iv. Reimbursement is based on the principle that the employee should be reimbursed for all official business mileage that is beyond that mileage normally incurred from the employee's home to his/her permanently assigned office/work location. The following criteria applies:

- (1) A State employee who leaves the office to conduct business in the field and returns to the office may be reimbursed for all mileage directly

related to the trip.

(2) A State employee who leaves home to conduct State business without stopping at the assigned office may be reimbursed for all mileage directly related to the trip which is in excess of the commute miles normally traveled.

(3) A State employee who conducts State business prior to coming into the assigned office, or on the way home from the assigned office may be reimbursed for all mileage in excess of the commute miles normally traveled.

b. Insurance

i. Maryland State Law confers qualified immunity on State personnel from suit and liability for torts, as provided by the Maryland Tort Claims Act, Annotated Code of Maryland, Section 12-101 et. seq.

ii. An employee or official who is involved in an accident while riding in or driving a privately-owned vehicle, while on official State business, will look to the vehicle's owner and/or operator's private insurance company for initial loss recovery for personal injury and related medical claims. However, all State employees who are occupants of the vehicle when on official State business are also covered under the Workers' Compensation /Injured Worker's Insurance Fund (IWIF), in case of injuries.

iii. All damages to a privately owned vehicle will be the responsibility of the owner/operator, and/or insurance company of the owner and/or operator. The State of Maryland will not be responsible for damages to the vehicle.

3. Use of Public Transportation

a. Airplane, railway and ship reservations must be arranged by the State's travel services contractor (see the [DHMH Travel Page](#)), through the DHMH Travel Coordinator, 410-767-5517, unless:

i. An unusual situation (i.e., time restraint) makes it impractical or impossible to use the services of the State's travel services contractor.

ii. The State's travel services contractor does not service the area where the employee is located;

iii. Travel arrangements are to be made for the employee by the organizer of a planned conference, convention, or seminar in order to obtain special discounts not available through the State's travel services contractor.

b. Car rentals must be arranged by the State's travel service contractor, except as exempted under C.3.a.i-iii above. The information listed in D.3 below, must be provided to the contractor.

c. Air travel insurance is provided through the State Treasurer's Office. Beneficiaries are those designated with the Maryland State Retirement and Pension System. Questions concerning policy coverage or the designation of beneficiaries shall be directed to the State Treasurer's Office.

D. LODGING

1. Hotel reservations related to out-of-state travel must be made through the DHMH Travel Coordinator, (410) 767-5517, or the State's travel services contractor, except in those circumstances mentioned

in sections C.3.a, paragraphs i through iii, above.

2. All in-state travel hotel reservations must be made directly through the State's travel services contractor (see the [DHMH Travel Page](#)).

3. The State's travel service contractor shall be provided with the following information:

- a. Authorization **#H03927**;
- b. Employee's name;
- c. Employee's Social Security Number;
- d. Name of preferred hotel/motel, if any.

E. MEALS

1. Meal expenses incurred while on official business on overnight travel are reimbursable in accordance with State Travel Regulations, at DBM-approved rates that are in effect at the time. See [Meal and Mileage Rates](#).

2. Meal expenses incurred while on official business on overtime and not in conjunction with overnight travel must be accompanied by a receipt for reimbursement of each authorized meal expense up to the maximum reimbursement amount, unless the meal expense was specifically prohibited by prior agreement. Employees who are eligible for cash overtime worked shall not receive both cash payment for overtime worked and meal allowances unless such allowances are authorized under the Standard Travel Regulations of the Board of Public Works.

3. The cost of breakfast is reimbursable when an employee in travel status has to leave home on official business two (2) hours or more plus normal commute time before the employee's normal starting time at the employee's place of business. The cost of dinner is reimbursable when an employee in travel status can not get home

within two (2) hours plus normal commute time after the employee's normal quitting time.

4. When an employee meets the criteria for both breakfast and dinner reimbursement in paragraph 3 above, and is in travel status for the entire day, but not overnight, the employee's lunch is also reimbursable.

5. When commuting to and from his/her normal place or places of employment, an employee will not be reimbursed for breakfast or dinner, regardless of when the employee leaves or returns home.

6. If an employee (i.e., physician, psychologist etc.) is assigned to provide service on a shift basis and is expected to work during the dinner or breakfast hour, dinner or breakfast is not reimbursable.

7. Receipts must be submitted with **DHMH Form I, Expense Report** to obtain those DBM-approved out-of-state "High Cost-Metropolitan Area" meal reimbursement rates in effect at travel time. If receipts are not submitted, reimbursement will be at the Maryland rate in effect at that time, for which receipts are not required. (See the [DHMH Travel Page](#)).

F. EXPENDITURE REIMBURSEMENT GUIDELINES AND POLICY STATEMENTS

1. The Comptroller, in accordance with [COMAR 23.02.01](#), Standard Travel Regulations, will make reimbursements when the request is submitted on an approved **DHMH Expense Report, DHMH Form I**. An appropriate Program Cost Account (PCA) code and Agency Object code must be provided on all **DHMH Expense Reports**.

2. Unless extenuating circumstances exist, employees will not be reimbursed for expenditures that incurred in a prior fiscal year. Expense accounts should be submitted weekly, or if for inconsequential amounts, when a combined total of \$25.00 is reached.

3. A separate **DHMH Form I, Expense Report** must be submitted for each person seeking reimbursement. A copy of the approved **DHMH Form I4** must accompany the **DHMH Expense Report (DHMH Form I)** submitted for reimbursement

of expenses or accounting for a monetary advance associated with out-of-state travel.

4. Only actual expenses incurred, up to the location's maximum reimbursement rate in effect at travel time, are reimbursable; Claims in excess of the maximum will not be honored.

5. Invoices, receipts, or other supporting documentation [NOTE: Credit card charge documents are not adequate for reimbursement.] are required for all expenditures (hotel, travel fare, registration fees, taxi, tolls, parking, etc.) except:

- a. Parking meters;
- b. Subway and/or local buses;
- c. Porter fees and/or hotel baggage tips which are limited to \$1.00 per bag and are allowable/reimbursable when arriving at and departing from common carrier depots, and/or checking into and out of a hotel;
- d. Meals to be reimbursed at the Maryland allowance rate; and
- e. Tolls incurred on the M-TAG transponder.

6. Telephone **charges** are reimbursable, if business related. When calls are charged to a personal phone, copies of the bill (with business calls highlighted) must be submitted with the expense account.

7. When an official or employee is required to be on travel status for a period exceeding five (5) days, the cost of laundry, cleaning, and pressing is allowed.

IV. REFERENCES

- COMAR 23.02.01, Standard Travel Regulations, Board of Public Works, http://www.dbm.state.md.us/html/tmu_travel_regs.html.
- DBM-Approved Meal Reimbursement Limits

http://www.dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/other_services/state_fleet_and_travel_mgmt_services/travel_management_services/reimbursementlimits.html

- DBM-Approved Mileage Reimbursement Rates
http://www.dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/other_services/state_fleet_and_travel_mgmt_services/fleet_management_services/reimbursementrates.pdf
- State Vehicle Fleet Policies and Procedures, Department of Budget and Management,
<http://www.dbm.state.md.us/html/policymanualcomplete.pdf>, July, 2000.
- DHMH Policy 02.03.06, Motor Vehicle Policy,
[http://www.dhmh.state.md.us/policies/pdf/020306-sof\(2\).pdf](http://www.dhmh.state.md.us/policies/pdf/020306-sof(2).pdf)
- DHMH Travel Page, <http://indhmh/travel.htm>

Approved: /s/ signature on file
 Georges C. Benjamin M.D., Secretary

October 23, 2001
DATE